

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Personnel Services Supervisor II	REPORTING UNIT NUMBER: 232	
DIVISION/BRANCH OR CENTER: Human Resources/Transactions	LOCATION: Sacramento	
CLASS TITLE: Personnel Services Supervisor II	POSITION NUMBER: 533-232-1314-001	EFFECTIVE DATE: August 1, 2010

SUPERVISION EXERCISED

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
7	Personnel Specialist		
1-2	Office Technician		
3	Retired Annuitants		

EFFECTIVE ON THE DATE INDICATED, THE EMPLOYEE PERFORMS THE FOLLOWING DUTIES AND RESPONSIBILITIES ASSIGNED TO THE ABOVE POSITION.

Under the general instruction of the Staff Services Manager II, the Personnel Services Supervisor II (PS SUP II) is the second line supervision in the series with full charge of all transactions functions. The incumbents plan, organize, and direct the work of the department's transactions program. The supervisor is responsible for promoting equal opportunity in hiring and employee development and promotion; and for maintaining a work environment that is free of discrimination and harassment. The Personnel Services Supervisor II, is responsible for:

- 35% Supervision of 5-7 Permanent full time Personnel Services Specialist Is, 3 Retired Annuitants, and 1-2 Clerical staff . The PS Sup II plans, organizes and directs the work of the department's transaction program. Supervise the workflow to ensure that all documents are processed timely and in accordance with CCC and control agency requirements. Recruit, train and evaluate subordinate staff.
- 20% Act as liaison with control agencies and field personnel. Work closely with field personnel to ensure open lines of communication and provide advice to managers and clerks.
- 15% Prepare reports and gather statistical data for management as required. Write memos. Coordinate, participate in and/or lead special projects. May be required to write reports for MIRS.
- 10% Review all correspondence from the control agencies and employee representative groups for changes to existing procedures. Make recommendations to management of necessary changes to department procedures in order to implement mandated changes. Ensure that subordinate staff are aware of and understand changes and the impact on procedures.
- 10% Log salary advance requests and track clearance of same. Prepare periodic status reports of outstanding accounts.
- 5% Works with accounting staff to resolve various issues pertaining to payroll, wage garnishments, salary advances and revolving funds.
- 5% Provide technical advice, assistance and/or recommendation for establishing or revising CCC personnel related policies and procedures. Serve on task forces and committees as needed by the department.